

PERSONAL CARE FORMS INSTRUCTIONS

Name: Job Seeking Agreement (Policy Section 517.13)

Purpose: To document the methods of job seeking and the signed agreement for personal care services to be provided outside the home when the member is employed at least 40 hours per month earning at least minimum wage and provided for no more than twelve (12) months, while the member is seeking employment or partially employed, working less than forty (40) hours per month. The provider agency will monitor the Job Seeking Agreement and maintain record of the Agreement in the member's record for review by the Bureau for Medical Services.

1. Top Section
 - Document member name, Social Security Number, Medicaid number, Date, Provider Name, Name/Title of Person Monitoring Plan
 - Document Plan begin and end date
2. Check all applicable categories:
 - **Individual Job Search.** Document how member will conduct his/her own job search.
 - **Vocational Rehabilitation Services from Division of Rehabilitation Services.**
 - **Participation in a Social Security (Ticket to Work) Employment Network.**
3. The member must sign the agreement and print name in the spaced provided. The agency employee must note the name of the agency and sign and date.